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April 10, 1970

STATINTL

, Personnel Officer

Office of Personnel Central Intelligence Agency Washington, D.C. 20505

Dear Lee:

Of course, we hope there is a rousing demand for May 8 Career Service Award Banquet tickets in your agency; We would be very appreciative if you could give us a reading on how ticket sales may go in your agency -- how many you expect to sell.

Also, if you can bring in your reservations (and money) from time to time rather than wait until the absolutely final date (April 27) this would be most helpful.

And finally -- our address -- in the LaSalle Building (1028 Connecticut Ave., N.W., Room 1112).

With best wishes to you.

Ada R. Kimsey

NAME

WE EXPECT TO SELL THE FOLLOWING NUMBER OF TICKETS:

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